

FARMINGTON POLICE DEPARTMENT

POLICY AND PROCEDURE



Policy Number:
261-15

Effective Date:
09/27/2017

Subject:
Adult School Crossing Guards

Approved by:

Steven D. Hebbe, Chief of Police



PURPOSE:

To establish the organization, responsibilities and the authority of School Crossing Guards.

POLICY:

It is the Farmington Police Department's policy to provide a set of operating procedures concerning Adult School Crossing Guards.

PROCEDURE:

Organization:

The Police Department shall employ part-time, non-sworn school crossing guards to provide limited traffic control at designated school crossings. The school crossing guards will be supervised by the Detective Corporal assigned to School Resource Officers and a Lead Crossing Guard.

Authority and Responsibilities of School Crossing Guards:

The school crossing guard will have limited traffic control authority; primarily the halting of traffic in order to allow the reasonably safe crossing of school children at designated school crossings. The crossing guard shall have no enforcement authority and shall take no enforcement actions. The school crossing guard will not engage in the direction of traffic to the degree which a police officer normally would at an intersection.

1. Crossing guards may file a complaint against a traffic violator for obvious violations of traffic laws and ordinances through the proper court with the direction and approval of their supervisor or the city attorney, should the need for such action arise.

The School Crossing Guard shall be on post at their designated crossing during the peak times of crossing used by school children. These time periods will include the period prior to the start of class in the morning and the time of school dismissal in the afternoon.

1. The crossing guard shall be dressed appropriately, casual business attire, in a reflective safety vest and in possession of an issued, hand held, stop paddle for the halting of traffic;

2. The guard shall also ensure that the roadside flashing school crossing lights are activated during their assigned times, where provided, and deactivated prior to leaving their assigned post at the culmination of their crossing duties;
3. The crossing guard will be responsible for safely crossing the children who use that crosswalk.

Uniform:

The uniform of the School Crossing Guard shall consist of the following:

1. Orange/Yellow traffic vest to be worn at all times on the exterior of all clothing, coats or rain gear, while on duty;
2. Casual business attire.

Criteria for Selection of School Crossing Guards:

Persons applying for the position of school crossing guard will be assessed by oral interview by the Detective Corporal assigned to the School Resource Officers, or designee, with selection made of eligible applicants based upon the interview. Areas to be evaluated include, but are not limited to:

1. Background- Criminal History Check;
2. Character- Good references, interest and understanding of children;
3. Physical Health- Generally good health including vision and hearing as well as the physical ability to be outside in inclement weather;
4. Dependability- Because the crossing guard will spend a majority of time working without direct supervision, it is important they be persons who can be relied upon for prompt, consistent and efficient service;
5. Availability- Guards should live within a reasonable distance from the city, with available transportation to their post. All guards, regular and substitute, shall have a telephone;
6. Mental Alertness- Guards need to be aware of their surroundings, and be alert to possible hazards at all times while on duty;
7. Appearance- The guards must project a positive image as city employees and inspire confidence in their ability to perform their duties.

Training for School Crossing Guards:

The minimum training program from school crossing guards shall consist of 1 and 1/2 hours of classroom instruction and one full day's session of post training. The classroom training will be conducted by the Detective Corporal assigned to School Resource Officers, or designee. The topic areas to be covered include:

1. The purpose and goals of the school crossing guard program;
2. The relationship of the crossing guard to other traffic control aids;
3. The extent of the responsibilities of the crossing guards;
4. Orientation to the Police Department;
5. Personal conduct on post;
6. Emergency procedures- How to get help.

In-field training with an established crossing guard will address the proper procedure for stopping traffic using the following steps:

1. Stand on the curb on the side of the street from which children are approaching;
2. Children will be stopped at least one step back from the curb;
3. Wait, when reasonable to do so, until a small group of children has assembled;
4. Caution the children to remain in their position until they are signaled to cross;
5. Wait for a gap in traffic on your side of the street;
6. Walk to the center of the street;
7. Face the closest oncoming traffic and establish eye contact with the driver;
8. Raise the issued stop paddle so that it is clearly visible to the oncoming traffic;
9. Face the opposite approaching traffic and display the stop paddle overhead. Establish eye contact with the driver;
10. Once all the traffic has stopped, motion the children to cross while displaying the stop paddle;
11. Wait until the last child of the group reaches the opposite curb;
12. Return to the curb; lower the stop paddle, and motion traffic to continue.

School Crossing Guard Locations and Surveys:

Should a need for a new crossing be expressed, the following should be taken into consideration:

1. Traffic, volume/speed;
2. Number of turning movements;
3. Width of streets involved;

4. Physical terrain;
5. Existence or absence of traffic control devices;
6. Local and State legislative policies;
7. Number and age of children utilizing the crossing;
8. Any other hazardous or roadway construction conditions.

During yearly orientation meetings, guards will be polled for problem areas and where crosswalks should be located or relocated. Such information would be shared and coordinated with Department Supervisors and the Traffic Engineering Department and used to complete a documented annual analysis of school crossing locations.